

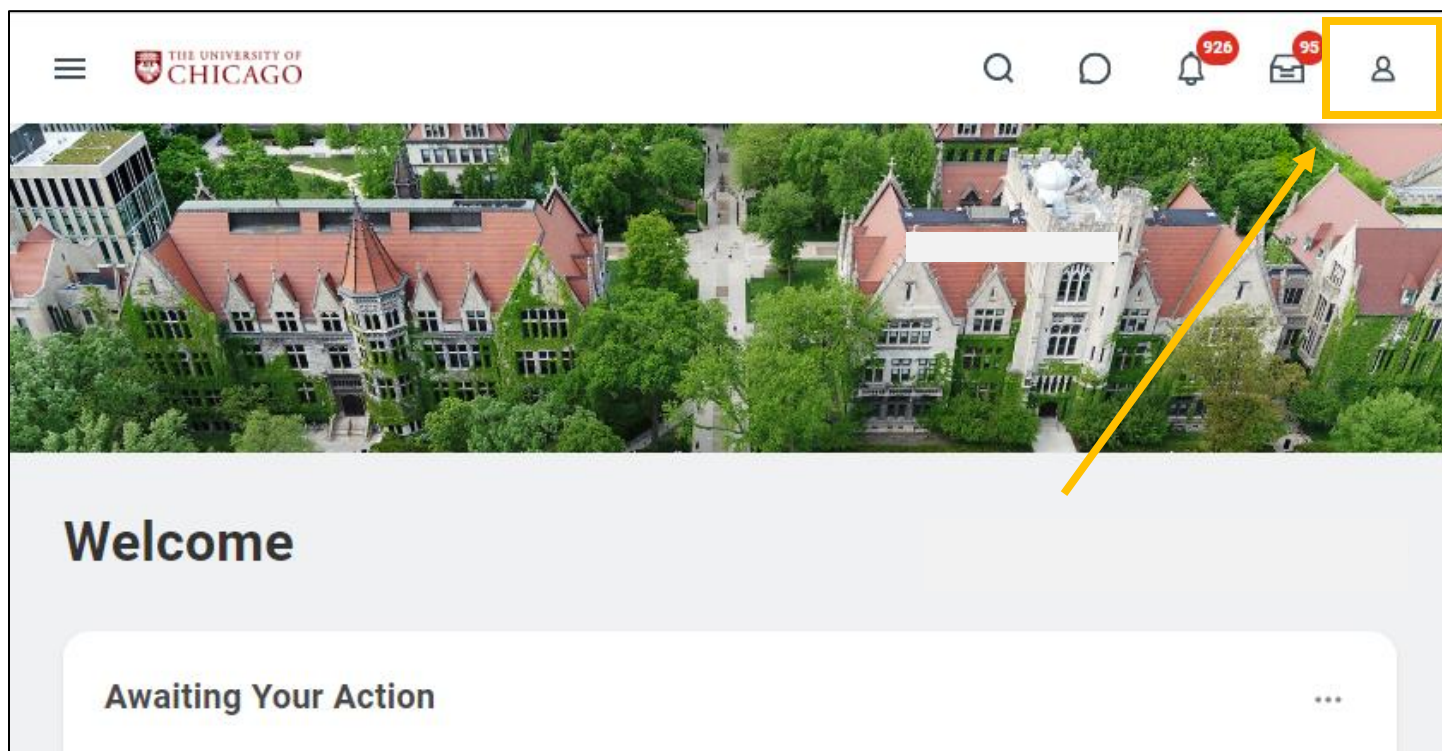
Locating your Employee Identification Number (EIN)

Purpose

This document is to help you find your Employee Identification Number (EIN) in Workday.

Steps to Locate your EIN

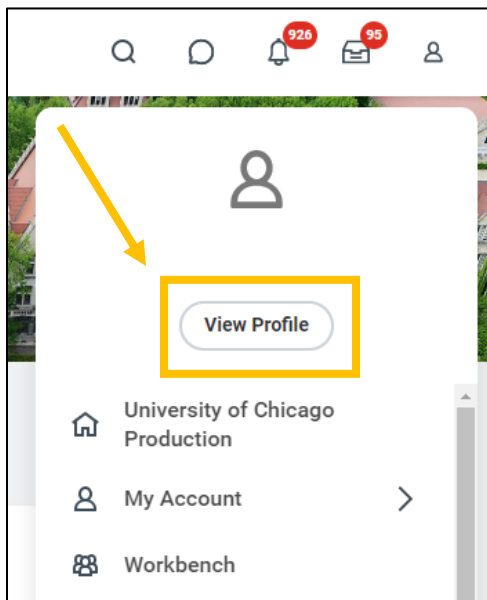
1. Log in to [Workday](#) using your CNet ID and Password.
2. From the Home page, click the Person icon at the top right corner of the screen.



Keep in Mind

- The EIN is different from your CNET ID and your Chicago ID.

3. Click the **View Profile** button underneath your name.



4. Your Employee ID is the first item listed under the **Job Details** header on the Summary screen. It is an 8-digit number.

